

Function	Service	Records Description	Start Event	Retention Rules	Legal or Busine Legislation Name	Legislation URL	Persons Impact	Lt Notes
Early years and childcare								
Early years and childcare	Childcare out of school hours	All records relating to the provision of child care out of school hours	Date of birth of pupil	25 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L2
Early years and childcare	Childminding	All records relating to the provision of information about registered childminders and daycare facilities in the area for parents and carers of pre-school age children.	Year records created	1 year	BUSINESS		NO	L0
Early years and childcare	Nursery school places	All records relating to the allocation of nursery places	Year records created	1 year	LEGAL	School Admissions Code 2012	NO	L0
Early years and childcare	School holiday schemes	All records relating to the management of school holiday schemes	Date of the play scheme	6 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L2
Educational support								
Educational support	Behaviour development	All records relating to the provision of educational psychology services	Date of birth of the pupil	25 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L2
Educational support	Book exhibitions	All records relating to the provision of book exhibitions to schools	Year records created	1 year	BUSINESS		NO	L0
Educational support	Citizenship education	All records relating to the provision of citizenship education	Date of course	It is anticipated that this will consist of course material which is being constantly updated	BUSINESS		NO	L0
Educational support	Education consultations	All records relating to education consultations	Date of consultation	7 years	BUSINESS		NO	L0
Educational support	Education in hospital	All records relating to the provision of educational support to children who are in hospital	Date of birth of the pupil	25 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L2
Educational support	Extended schools	All records relating to the provision of extended schools activities	Year records created	6 years	LEGAL	Limitation Act 1980 (Section 2)	NO	L0
Educational support	Home schooling	All records relating to the management of pupils schooled at home	Date of birth of the pupil	25 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L2
Educational support	Instrumental tuition	All records relating to the provision of instrumental tuition in schools	End of contract	6 years	LEGAL	Limitation Act 1980 (Section 2)	NO	L0
Educational support	Language and cultural support in school	All records relating to language and cultural support in schools	Date of birth of the pupil	25 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L2
Educational support	Learning mentors	All records relating to the management of learning mentors	Last contact with mentor	6 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L2
Educational support	Mentoring schemes	All records relating to the administration of learning mentor schemes	Last contact with mentor	6 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L2
Educational support	Musical instrument hire	All records relating to the administration of musical instrument hire schemes	Date hire ceases	6 years	LEGAL	HMRC - Compliance Handbook Manual CH15400	NO	L0
Educational support	Musical instruments purchase scheme	All records relating to the administration of the musical instruments purchase scheme	Year records created	6 years	LEGAL	HMRC - Compliance Handbook Manual CH15400	NO	L0
Educational support	Psychological, psychiatric or social work services in schools	All records relating to psychological, psychiatric or social work services (not including child protection) in schools	Date of birth of child	25 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L3
Educational support	School book purchase schemes	All records relating to the administration of school book purchase schemes	Year records created	6 years	LEGAL	HMRC - Compliance Handbook Manual CH15400	NO	L0
Educational support	School breakfast clubs	All records relating to the provision of school breakfast clubs (including all records relating to food hygiene)	Year records created	6 years	LEGAL	Limitation Act 1980 (Section 2)	NO	L2
Educational support	School health promotion	All records relating to school health promotion	Date campaign ends	3 years	BUSINESS		NO	L0
Educational support	School library loans	All records relating to the provision of school library loans	Date loan commences	Date loan ends	BUSINESS		NO	L0
Educational support	School library service - advice and training	All records relating to the administration of the school library service	Year records created	6 years	LEGAL	Limitation Act 1980 (Section 2)	NO	L0
Educational support	School library visits	All records relating to the provision of school library visits	Year records created	3 years	BUSINESS		NO	L0
Educational support	School nursing	All records relating to the provision of the school nursing service	Year records created	6 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L3
Educational support	School transport	All records relating to the administration of school transport - where transport is not provided	Date appeal process is completed	1 year	BUSINESS		YES	L2
Educational support	School transport	All records relating to the administration of school transport - where transport is provided	Date transport ceases	6 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L2
Educational support	School transport	Applications for provision of school transport - Primary and Secondary Schools - electronic applications	Year records created	Primary School applications kept until child leaves primary school; Secondary School applications kept until child completes year 11 then review ed depending on whether the child continues in education	BUSINESS		YES	L2
Educational support	School transport	Applications for provision of school transport - Primary and Secondary Schools - electronic applications	Year records created	Primary School applications kept until child leaves primary school; Secondary School applications kept until child completes year 11 then review ed depending on whether the child continues in education	BUSINESS		YES	L2
Educational support	School transport	Home to School Transport Appeals	Date of birth of child	25 years	BUSINESS		YES	L2
Educational support	School transport	Letters refusing applications for Home to School Transport	Date of birth of child	18 years	BUSINESS		YES	L2
Educational support	Support for gifted children	All records relating to the provision of support for gifted children	Date of birth of the pupil	25 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L2
Educational support	Support when leaving education	All records relating to the provision of support for young people when leaving education	Year records created	6 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L2
Educational support	Teenage pregnancy	All records relating to the provision of information and advice provided to support teenage parents	Year records created	6 years	LEGAL	Limitation Act 1980 (Section 2)	NO	L0
Educational support	Toy libraries	All records relating to the provision of toy libraries	Date loan ends	6 years	LEGAL		NO	L0
Educational support	Transition between schools	All records relating to the provision of support to pupils when moving between schools	Date of birth of the pupil	25 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L2
Educational support	Traveller children support	All records relating to the provision of teaching support for traveller children	Date of birth of the pupil	25 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L2
Schools								
Schools	Exclusion of school pupils	All records relating to the exclusion of school pupils (fixed term and permanent)	Date of birth of the pupil	25 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L2
Schools	Head ice	All records relating to the provision of advice to schools, parents and children on prevention and dealing with head ice	Year records created	1 year	BUSINESS		NO	L0
Schools	Home school agreement	All records relating to the creation and management of Home School Agreements	Creation of agreement	Pupil leaves the school	BUSINESS		YES	L2
Schools	Local curriculum	All records relating to the development, implementation and management of local curricula in Wales	Date curricula replaced	6 years	BUSINESS		NO	L0
Schools	Local schools	All records relating to the provision of information and school contact details	Year records created	1 year	LEGAL	Limitation Act 1980 (Section 2)	NO	L0
Schools	Permitted absence from school	All records relating to permitted absence from school	Date of absence	2 years	BUSINESS		YES	L2
Schools	Primary school places	All records relating to the allocation of primary school places	Year records created	1 year	LEGAL	School Admissions Code 2012	NO	L0
Schools	School admission appeals	All records relating to the administration of school appeals	End of the appeal process	2 years	LEGAL	School Admissions Appeals Code 2012	YES	L2
Schools	School assessment and performance	All records relating to the development and implementation of school performance and assessment reports	Year records created	5 years	BUSINESS		NO	L0
Schools	School bullying and harassment policy	All records relating to the creation and implementation of the school bullying and harassment policy	Date policy superseded	3 years	BUSINESS		NO	L0
Schools	School catering	All records relating to the provision of school catering services	End of the contract	6 years	LEGAL	HMRC - Compliance Handbook Manual CH15400	NO	L0
Schools	School closures	All records relating to the provision of information relating to school closures	Date information published	This will be a dynamic document, constantly updating	BUSINESS		NO	L0
Schools	School clubs and activities	All records relating to the provision of school clubs and activities	Year records created	6 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L2
Schools	School complaints procedure	All records relating to the management of complaints in schools	Date of resolution of complaint	6 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L2
Schools	School curriculum	All records relating to the development of school curriculums	Date curriculum superseded	6 years	BUSINESS		NO	L0
Schools	School governors	All records relating to the appointment and management of School Governors	Termination of service as a school governor	6 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L2
Schools	School health and safety	All records relating to the maintenance of health and safety in schools	Year records created	3 years 4 months	LEGAL	Limitation Act 1980 (Section 11)	NO	L0
Schools	School pupil records	All records relating to school pupils	Date of birth of the pupil	25 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L2
Schools	School term and holiday dates	All records relating to the creation and publication of school term and holiday dates	Year records created	1 year	BUSINESS		NO	L0
Schools	School visits	All records relating to the administration of outdoor activity centres by local authorities	Year records created	6 years	LEGAL	Limitation Act 1980 (Section 2)	NO	L0
Schools	School visits	All records relating to the administration of school visits, including permission from the local authority, risk assessments, itineraries etc	Date of the trip	6 years	LEGAL	Limitation Act 1980 (Section 2)	NO	L0
Schools	School visits	School Visits: Parental Consent Forms where there has been a major incident	Result of the investigation	6 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L2
Schools	Schools development plans	All records relating to the development and implementation of school development plans	Date plan superseded	6 years	BUSINESS		NO	L0
Schools	Secondary school places	All records relating to the allocation of secondary school places	Year records created	1 year	LEGAL	School Admissions Code 2012	NO	L0
Schools	Standing advisory council on religious education (SACRE)	All records relating to the administration of Standing Advisory Councils on Religious Education	Date meeting held	6 years	BUSINESS		NO	L0
Schools	Supervised medication in school	All records relating to the supervision of medication administration in schools	Date of birth of the pupil	3 years 4 months	LEGAL	Limitation Act 1980 (Section 11)	YES	L2
Schools	Work experience placements	All records relating to the allocation and management of work experience placements	Date of work experience placement	6 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L2
Schools	Young people's learning prospectus	All records relating to the development of a young people's learning prospectus	Date prospectus replaced	1 year	BUSINESS		NO	L0
Special education needs								
Special education needs	Special educational needs - placement in mainstream school	All records relating to the allocation of school places to children with special educational needs	Date of birth of child	25 years	BUSINESS		YES	L2
Special education needs	Special educational needs assessment	All records relating to the management of special educational needs assessments	Date of birth of child	25 years	BUSINESS		YES	L2
Special education needs	Special educational needs co-ordinated support plan	All records relating to the development and implementation of special needs coordinated support plans	Date of birth of child	25 years	BUSINESS		YES	L2
Special education needs	Special educational needs transport	All records relating to the allocation and provision of home to school transport for special needs pupils	Date transport provision ceases	6 years	LEGAL	Limitation Act 1980 (Section 2)	YES	L2